

Job Description:

Apprentice Level 4

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| Job Title: | Apprentice Level 4 |
| Department: | Commercial Install |
| Reports to: | Project Manager/ Field superintendent |
| Classification: | Craft Worker 75% General Labor 25% |
| Work Hours: | 7:30-5:30; 30 minute lunch; Overtime as designated paid @ 1.5X hourly |
| Pay Scale: | \$ 18-\$22.0 per hour |

Primary Job Function: To install heating and air conditioning systems to company standards providing the customer with a high-quality experience and Product. Supervise the work of other installers maintaining high quality and timely job performance. Demonstrates ability to work independently of direct supervision and demonstrates emerging ability to direct apprentices to bring project in on time and on budget. Adheres to safety standards, and directs team members to do the same. Demonstrates consistent proficiency in all Level #1, #2, #3 skills. Completes complex tasks to workmanship standards. Maintains a positive attitude, works well with team members, and trains apprentices to workmanship standards. The goal of the Level #4 Apprentice is to transition to Journeyman Mechanic. Level #4 apprentices answer more directly to the Commercial project Manager as they assume more independent assignments

Safety Sensitive position

Required Qualifications:

- Must have all Level 1, 2, and 3 qualifications in addition to the following:
- Level 4 tools
- Advanced understanding of layout, design, fabrication and installation
- Proficient at residential and light commercial installations
- Advanced Safety knowledge of tools, testing devices and surroundings.
- Basic fabrication knowledge of sheet metal fittings
- Attend Company sponsored Apprenticeship 4th year training
- Maintains valid Ohio driver's license, and ability to be insured by EnviroControl Systems' insurance carrier
- Demonstrates ability to work in the United States through required I-9 documentation
- Meets and maintains compliance with ECS Drug Free Workplace standards
- Demonstrates ability wo communicate effectively with team members and General Contractor in spoken and written language
- Correctly sets air handlers and furnaces
- Consistently runs line sets to workmanship standard
- Size and draw duct work correctly
- Start up and trouble shoot furnaces, air handlers, heat pumps and condensing units
- Good understanding of line and low voltage wiring, relays, transformers, wiring diagrams
- Excellent customer relations skills and an open mind to think outside of the box
- Enroll in extra training to further knowledge of the HVAC industry and management, 16 hours required
- Ability to train and supervise entry level personal for short periods
- Proficient in installing water systems and reading Piping riser diagrams
- Demonstrates appropriate aptitude for position on Job Profile Assessment, if applicable
- Holds required EPA certifications including Universal Handling certificate
- Consistent ability to install round, rectangular duct to workmanship standards
- Correctly measures duct and installs equipment accessories
- Demonstrates consistent understand of complex sheet metal fittings
- Attends 4 year Apprenticeship classes to

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- Demonstrates basic understanding of water piping
- Demonstrates organization ability to perform change orders
- Demonstrates ability to braze lines without leaks
- Obtains NATE certifications if required
- OSHA 10, 30
- instructor requirement
- Promptly reports problems with company tools or fleet vehicles
- Completes paperwork, timecards, job packets, and change order record keeping at 99% as reported by Controller, Commercial Projects Manager
- Other duties as assigned

Essential Job Function

- Climbs and works from ladders without accommodation per project demand
 - Works from lifts and scaffold per project demands
 - Lift and carry at least 100 pounds per project demand including up and down stairs and across flat surfaces per project demand without accommodation
 - Reach and work above the head and support weight of 75 pounds per project demand
 - Crawl; on attic, crawl space and tight spaces per project demand
 - Manipulate objects with fingers
 - Work in extreme seasonable cold/heat (Dayton average: days below 40 degrees/61 per year; days about 80 degrees (103 per year)
 - May encounter high levels of duct
 - May ride in truck, car for extended period: daily 3-4 hours per project demand
- Daily, Weekly, Monthly, Yearly Duties**
- Reports to work with 99% attendance record: on time, doesn't leave early
 - Maintains appropriate professional appearance
 - Wear appropriate personal protective equipment per project demand
 - Maintains an attitude of hard work; able and willing to work overtime including Saturday/Sunday/Holiday per project demand
 - Able and willing to work night hours per project demand
 - Maintains reliable transportation to and from assigned jobsite
 - Operates assigned company vehicle safely and consistent with Fleet Safety policy
 - Consistently follows all OSHA, EPA, ECS Safety Manual standards, and local codes
 - Maintains a positive attitude toward Commercial projects Manager, Jobsite Journeyman, and ECS team members

Performance Standards:

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Certain key business indicators that will measure the effectiveness of this job description. These include the following:

- Maintains on time, and no early dismissal at 99%; physician excuse required at 3 days of absence.
- Timeliness of work
- Customer satisfaction
- Level of demonstrated desire to learn
- Level to which dress code is adhered
- Properly completed paperwork
- Observations, both verbal and in writing, of Commercial Projects Manager
- Level to which company procedures are adhered
- Number of on time arrivals
- Ability to follow direction
- Level to which safety policy is adhered
- Performs tasks consistent with bid estimate

Required tools in addition to Level 1,2&3

- 18v Chipping/Hammer drill
- Refrigerant Gauges R410A/R22
- Multi Meter w/ amp clamp
- Dual Temperature Thermometer
- Mapp Gas torch head
- Set of Jumper wires
- All Level # 1, #2, #3 tools

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned. This job description subject to change at any time. EnviroControl Systems, Inc. employment levels are subject to change at any time and does not create any express or implied promises or guarantee any fixed terms. The levels do not alter the "employment at will" relationship under Ohio law. Employment at will means that either employee or Company may terminate the employment relationship for any reason at any time, with or without notice.